

Minutes - HPOA Board of Directors  
July 19, 2007

Minutes  
Executive Session  
HPOA

#### I. Call to Order

Vice President Joel Fisher called the board into Executive Session at 5:30 P.M.

#### II. Human Resource Possible Budget Amendment

Kerry Morrison reported that she, Jeff Rouze and Tom Leaper had meet earlier in the month to evaluate the present staffing plan, and the absorption of new administrative duties and expenses associated with the Central Hollywood Coalition contract, which brings in \$10,000 a month.

1. To this point, she has been conservative in adding the requisite staff and/or consulting expertise to handle the increased duties expected under the CHC/HPOA contract. However, it is important to not compromise service to the HED property owners. With Sarah Macpherson now returning to full-time status after her graduate school commitment, it is more clear how the staff configuration will need to work, to be accountable to both the HED stakeholders and the CHC contract.

With that in mind, at the direction of Leaper and Rouze, Morrison presented a revised budget proposal which fully utilizes the \$110,000 expected under the CHC/HPOA contract for 2007, and shows the ability to absorb staff salary costs into 2008, when the anticipated income will be \$120,000. Morrison presented a review of staff salaries and potential promotions in laying out this scenario.

In essence, HED stand-alone Administrative and Marketing expenses amount to \$478,383. The original (conservative) budget approved by the board amounted to \$542,839. The proposed budget revision for 2007 amounts to \$588,756. The greatest changes would result in staff salaries, allowing for salary adjustments and full-time status for the Office Manager; and in the marketing/consulting budget, allowing for additional resources to help with BID Renewal.

It was moved by Chris Bonbright, seconded by Jeff Rouze and **CARRIED to approve the revised Administrative and Marketing Budget for 2007 as presented.** [unanimous]

#### III. Adjournment

The Executive Session was adjourned by Vice President Joel Fisher at 5:45 P.M.